

## Romsey Men's Shed Data Processing Log

17<sup>th</sup> November 2025 v2

The following lists the specific personal information that is collected from members, the purpose for doing so and the methods by which it is kept secure.

### 1. Original Member Application Forms

These are the paper forms which members complete when initially joining the shed (see the Data Protection Policy for details of information requested on the form).

The lawful basis for possession of this information is that the shed could not operate without knowing personal information of its members.

Membership Secretary will copy a subset of the information to a spreadsheet held on his computer and then provided to the Vice Chairman so that the online version can be updated.

These are retained by the membership secretary at his securely protected home until a member leaves the shed at which time they are destroyed.

### 2. Online Membership Data

A subset of Member's information (all apart from specific medical information) is copied from the master spreadsheet to a password protected online version which is only accessible to Trustees. A further subset (name, email and phone numbers) is copied to a second password protected version which is only available to other members.

The lawful basis for possession of this information and specifically for maintaining it online is that the shed could not operate without the information being available for online communication.

Member's personal information is deleted from these online versions when that member leaves the shed by virtue of updates received from the membership secretary.

### 3. Shed Next of Kin and Medical Information

A subset of the aforementioned personal information is held in the Social Shed in a sealed envelope at the back of the daily log with the envelope labelled 'For Emergency Use Only'. The purpose of having this information in that place is so that in the unlikely event of an accident or a health emergency, the contents of the envelope can be used to a) contact Next of Kin and b) provide information to e.g. paramedics of any special health issues and requirements (such as essential medication).


# ROMSEY MEN'S SHED



The contents of this data processing log will be reviewed once a year in November and updated if additional information is received from members throughout the year. A newly signed document will only be required if the Trustees update or change this process during the annual review.

Date.....19<sup>th</sup> November 2025

Signature Chair.....

Signature of Trustee.....

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